Hall of Records Commission

T FOR RECORDS RETENTION SC LE Hall of Records Commission

<u> </u>
PAGE
NO.

1. Req	uesting Agency		2. Division or Bureau of Requesting	g Agency
N	BLIC SERVICE CO	MMISSION	Secretary	
3. Aut	horization Request	ed (Check only one of the sq	uares below).	
add pated. Re	pose of present accumu litional accumulation ecords have ceased to b t retention.	is antici- pave value accumulation. The interest of the control o	there is a continuing Originals if records will cease to retained for the pot their retention after	and destroy originals not microfilmed would be eriod of time indicated.
4. Item No.	work or acti		orm number, size of documents, , inclusive dates, and quantity	Recommendation of Hall of Records and Board of Public Works.
1	ACCOUNTING RECO	THIS SCHEDULE SU	PERSEDES ITEM 15 OF SCHED. NO.	312 (1957).
	Size: 8½" x Quantity: 44 Dates: 1910 File Arranger Audit: State Annual Accum	11" Cu. ft. (estimated)		
	cies as support of entryDis	ting data to the final books, Cash Book	nting forms used by State agen- oks of entry. The final books as, and Ledgersare to be ese supporting records are:	
•		Comptroller of	the Treasury	:
	Form No. E-1-S E-1 & E-1 DD-1 R-2 (formerly	Memorandum of Adjustment Distribution of Charges Transmittal Certificate of Deposit & Monthly Report of State 1	Bank Deposit Slip Funds collected and Deposited	
	MR-2)	Distribution of Unexpendent Monthly Statement of Bala	ed and Obligated Balances	
	Purchasing	Bureau (Department of Bu	dget and Procurement)	
	1-A 47-A 100-16 39-A & 40-A CF-1 CF-2 & CF-3	Requisition for Supplies Purchase Order Out-of-Schedule Requisit Stores Requisition Capital Fund Requisition Copy of Contract Awarded	ion for Supplies for Equipment	(continued)
7. Age	ency. Division or B	ureau Representative		1 (111111111111111111111111111111111111
	Signature	č.	utive Secretary Sep	tember 8, 1964
Schedu	le Authorized as Indica	ted in Col. 6 by Hall of	Disposal Authorized as Indicated in Col.	
	s Commission.		Public Works.	

Date

Archivist

		IR-RM	1A			
(8 - 60) Hall of Records						
		ission				

.... UEST FOR RECORDS RETENTION

(Continuation Sheet)

SCHEDULE 426 NO.

PAGE

2 NO.

tem No.

5. Description of Records · Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1 (cont.)

100/24 Actual Emergency and Repairs Report 27-A Copy of Contract Awarded 26-A Notice of Award of Contract

Delivery Invoice

51 Report of Partial Delivery

52 Credit Memorandum

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.),

Budget Schedule and Amendment Sheet formerly BB-1 & BB-2

B.P. Inv. R101

Report of Fixed Assets (annual)

B.P. Inv. R102

B.P. Inv. 6

Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory,

(annual)

Budget Form Nos. 1

thru 11

Budget Estimates Fiscal Year

Others

Telephone call records Fee Voucher (Receipt) Books Petty Cash Books Check Registers (discontinued) Bank Books War Bond Accounts

Check stubs and canceled checks' Expense Account Sheets (all divisions)

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED. WHICHEVER IS LATER, THEN DESTROY.